JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102 415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: SUPREME COURT CHAMBERS ATTORNEY (PART-TIME)

LOCATION: SAN FRANCISCO, CA

JOB REQUISITION: 2845

OVERVIEW

The California Supreme Court, located in San Francisco, is accepting applications for a Supreme Court Chambers Attorney to serve on the personal staff of Chief Justice Ronald M. George. The position is for one-half or three-quarters time depending upon the applicant's availability. Responsibilities will include assisting the Chief Justice in (1) drafting conference memoranda, calendar memoranda, and opinions in cases assigned to him, (2) reviewing and critiquing memoranda and proposed opinions in cases assigned to other justices of the Supreme Court, and (3) reviewing memoranda for the court's weekly petition conference. These responsibilities require that a Supreme Court Chambers Attorney (1) carefully and accurately review appellate briefs, trial records, and other documents, (2) thoroughly research and analyze existing law, (3) draft clear, well organized and well written memoranda, (4) handle multiple assignments simultaneously and expeditiously, and (5) make recommendations to the Chief Justice with regard to the resolution of the legal issues presented in the cases before the court.

The Chief Justice personally directs, reviews, and closely edits all of his staff's work product. Additional review and editing occur at the staff level. A Supreme Court Chambers Attorney must be able to work closely and cooperatively with other members of the Chief Justice's staff, as well as with other members of the court's staff. He or she must anticipate having his or her work product subject to extensive revision and editing by the Chief Justice, and subject to critique by other attorneys on his staff, as well as by the other justices and their staffs.

QUALIFICATIONS

California State Bar membership and relevant experience in the practice of law are required, as well as exceptional research, analytical and writing skills and experience; broad and practical knowledge of the law; familiarity with appellate practice; mature and sound judgment; and an ability to work cooperatively with other members of the staff and court. Also required are the ability to delve into issues thoroughly and to work independently while welcoming substantial supervision and editing of one's work product, and broad working knowledge of both criminal and civil law.

Level A: Active membership in the State Bar of California. Salary: \$5,004 - \$5,004 per month

Level B: Active membership in the State Bar of California and the equivalent of two years of post-bar legal experience in a legal setting such as a private law practice, corporation, government agency, law school, court, or legal publishing company.

OR

Equivalent to two years of post-bar legal experience in a legal setting as described above, including one year of experience as an appellate attorney, Level A, with the judicial branch. Salary: \$6,056 - \$7,693 per month

Level C: Active membership in the State Bar of California and the equivalent of three years of post-bar legal experience in a legal setting such as a private law practice, corporation, government agency, law school, court, or legal publishing company.

OR

One year of experience as an appellate attorney, Level B, with the judicial branch. Salary: \$6,657 - \$8,460 per month

Level D: Active membership in the State Bar of California and the equivalent of four years of post-bar legal experience in a legal setting such as a private law practice, corporation, government agency, law school, court, or legal publishing company.

OR

One year of experience as an appellate attorney, Level C, with the judicial branch. Salary: \$7,664 - \$10,227 per month

Level E: Active membership in the State Bar of California and the equivalent of six years of post-bar legal experience in a legal setting such as a private law practice, corporation, government agency, law school, court, or legal publishing company.

OR

Two years of experience as an appellate attorney, Level D, with the judicial branch. Salary: \$8,674 - \$11,576 per month

Level F: Active membership in the State Bar of California and two years of experience as a Supreme Court Chambers Attorney, Level E, or two years of experience as a senior appellate attorney with the judicial branch. Salary: \$10,040 - \$11,866 per month

Work experience as a law clerk to a federal judge after passing a state bar examination but prior to formal state bar admission will be considered equivalent to post-bar legal experience.

Desirable Qualifications:

Substantial experience as a judicial staff attorney, appellate practitioner, or comparable position emphasizing legal writing and analysis, and experience in exercising adjudicatory (as opposed to solely advocacy) skills are desirable.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately; however, this position will remain open until filled. To complete an online application, please visit our Web site at **www.courtinfo.ca.gov/careers**. Click on "View postings and apply for jobs", and search for job requisition 2845. This position requires the submission of our official application.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts 455 Golden Gate Avenue, 7th Floor San Francisco, California 94102-3688 415-865-4272 Telecommunications Device for the Deaf

PAY & BENEFITS

SALARY RANGE Level A-F (\$5,004 - \$11,866 per month) (Starting level and salary commensurate with experience. Part-time salaries are prorated on the basis of the number of hours assigned to the position.)

Some highlights of our benefits package for qualifying employees include the following:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$110 transit pass subsidy per month
- Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance

The Administrative Office of the Courts Is an Equal Opportunity Employer.

Supplemental Questionnaire for SUPREME COURT CHAMBERS ATTORNEY (PART-TIME) Job Requisition # 2845

Your answers to this supplemental questionnaire must be submitted with your application in order for your application to be reviewed. The questionnaire is intended to provide more detailed information about your work experience and will allow us to better assess your qualifications. In each of your responses, please indicate for which employer you performed these functions. When filling out the online application, you will have the opportunity to submit your answers to these questions.

1. Extensive independent research, analysis and writing concerning complex legal issues are required as well as the ability to handle multiple projects simultaneously. Please describe your relevant experience, focusing on your writing, analytical, and organizational skills. If you have had legal experience in a non-adversarial capacity, please also include a discussion of that experience.
Please provide a writing sample that reflects your individual work